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Subject: Mission Assignment Process
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With Regards, Steve



MISSION ASSIGNMENT: ACTION REQUEST FORM PROCESS – April, 2013

Any work accomplished by ESF-10 funded under the Stafford Act must follow this Mission Assignment (MA) Process:

Mission Assignments

1. FEMA will activate ESF-10 in response to an incident
 - a. If the activation is in anticipation of an incident (hurricane) / MA, then the funding will be considered a "surge" account (i.e., MA #: 72220SU-LA-EPA04). Notice that the final numbers may not necessarily begin with "01".
 - b. Normally this is for approximately \$5-20,000.00 and activates the ESF-10 Oil and Hazardous Materials Response to provide support to FEMA at RRCC and RNA Team and other teams as directed by FEMA.
 - c. Once an incident is declared, or if the incident is "no notice (sudden - OKC, shuttle response)," FEMA may issue an activation MA (post Disaster Declaration). This will be in essence the same as the first activation but will now have the Declaration MA funding code (i.e., MA #: 1603-DR-LA-EPA-01).
 - d. Normally for larger amount (adds to original activation) but still only covers those activities listed: man the RRCC, RNA team, and other teams as directed by FEMA.
 - e. These MAs above are known as FOS (Federal Operations Support), and is support to Federal responders (e.g. federal agency supporting federal agency)
2. Next, FEMA may issue to ESF-10 a Direct Federal Assistance MA after a declaration.
 - a. This MA is subject to state cost-share, unless the cost share is waived by the President.
 - b. This MA is to provide goods and services beyond State's capabilities to provide, and MUST be requested for by State; (Dirty Hands = We Do the Work). State requests this assistance by completing an Action Request Form (RRF) explained below.
 - c. As an example, ESF-10 received a MA for Direct Federal Assistance to "Conduct Field operations for activity for disposal of oil and hazardous material as directed by FEMA for Hurricane Katrina in Louisiana," for \$ 2,500,000.00.
 - d. MAs are issued for each State, no matter what state they are initiated. For example, MA activations were issued for Hurricane Katrina in Louisiana; MA activations were issued for Hurricane Rita in Louisiana and Texas.

Resource Request Forms (RRFs)

1. If we are asking for assistance from another federal agency:
 - a. Need to define the need (what do we really want: service / supply)
 - b. Develop an Resource Request Form (RRF) --- this can either be done by the Requestor or by ESF-10 desk at JFO. This RRF must contain:
 - (1) Requestor
 - (2) Point of Contact Name / 24-hour number
 - (3) How Many
 - (4) Where delivered to (street address)
 - (5) Specific Description of service / supply
 - (6) How long do we need the service
 - (7) MA # that RRF will be paid under (may not be known at time of request)
 - c. Once completed, RRF is given to ESF-10 desk at RRCC or Joint Field Office (JFO) to be delivered to the FEMA Operations Section
 - d. FEMA will assign tracking number and assign to the proper ESF to fill Request. If no other ESF or GSA can provide the service / supply, FEMA will return RRF to ESF-10 to fill ourselves. Additionally, FEMA may return the RRF to ESF-10 and decline the RRF if it is not reimbursable under the Stafford Act.
 - e. Once supply / service is received from other ESF (or ourselves if we fill it), original Requestor should notify ESF-10 desk of completion. ESF-10 desk will notify FEMA Operations that RRF has been completed.

- f. An important item to consider when requesting services / supplies from another Agency: What time frame does ESF-10 need it. If service / supply is needed before another Agency can reasonably provide, then do not request through RRF process. This normally leads to cancellations of many RRFs during a disaster.
 - g. Obviously, if another Federal agency needs assistance / supplies from ESF-10, the process is reversed. The ESF completes the RRF, submits to FEMA, and they will submit to ESF-10 (through ESF-10 desk) for completion (if we are the appropriate ESF to fulfill request). Once received, ESF-10 should determine quickly if request can be fulfilled, contact the Point of Contact on the RRF and complete request. ESF-10 should notify FEMA (through ESF-10 desk) once RRF is completed.
2. If we are asked for assistance from a State or local entity:
- a. The local / State entity defines the need (what do we really want: service / supply)
 - b. The local / State entity develops RRF --- ESF-10 (field or JFO) can assist local / State entity in this process to ensure it is completed properly. If request is originating from a local authority, the County / Parish Emergency Management Office, as well as the FEMA Liaison Officer (LO) should be notified and coordinated through on request to eliminate duplication. All local requests must be coordinated with the State. The State then may submit an RRF to FEMA Operations. This RRF must contain the seven elements listed above in 1b.
 - c. Once completed, RRF taken to State EOC to be signed by State Coordinating Official (3-4 people have signatory authority)
 - d. Once signed, RRF is given to FEMA Operations at the State EOC who will forward to the JFO FEMA Operations Section. Alternately, the RRF can be delivered to the ESF-10 desk at the JFO to be delivered to FEMA Operations.
 - e. JFO FEMA will assign tracking number and assign to proper ESF to fill Request under Task Order (if it fits under existing MAs). If it does not fit, FEMA may issue MA, or assign to other ESF, if appropriate. Approval of RRF / Task Order done by Operations, with concurrence of Public Assistance, and OGC (if appropriate).
 - f. ESF-10 completes the service / supply request and inform the ESF-10 desk that the RRF / Task Order has been completed. ESF-10 desk will notify FEMA Operations that RRF / Task Order has been completed, with Task Order reference number included.
 - g. During Hurricane Katrina, and other large disasters, ESF-10 may be requested by the State or local entities to do a multitude of activities. Many of these are emergency in nature (emergency response where life / public health is at risk), and would be slowed down if an RRF was submitted each time for approval / disposition. FEMA has agreed that those actions do not need an individual RRF, but should be documented appropriately (Situation Report, Action Message), signed by the Unified Command including the State Incident Commander.
 - h. ESF-10 should document who made the request for service, when, and when it was completed. **ENSURE THESE ACTIONS ARE CONSISTENT WITH AN EXISTING MISSION ASSIGNMENT AND REIMBURSABLE ACTIONS** (e.g., air monitoring, sampling for immediate threat contaminants, emergency response to leaking / released materials), even if after the fact.
 - i. If the action is not an emergency event so that time to complete and submit an RRF is apparent, or where significant resources will be expended, an RRF should be submitted. (Even though costs may be 100 % Federal support, the State should still be coordinated so that they know what activities are being conducted, and if any State resources may be needed to complete the action.)
 - j. Examples of Costs that FEMA will provide reimbursement:
 - (1) Permanent Federal agency personnel: Overtime, travel, per diem
 - (2) Temporary personnel: Wages, travel, per diem
 - (3) Costs paid from trusts, revolving funds, etc.
 - (4) Costs of contracts and materials, equipment from agency's regular stock directly supporting Mission Assignments
 - k. Examples of Costs that FEMA will NOT provide reimbursement:
 - (1) Work performed by an agency under their own authority (work on Superfund sites)
 - (2) Repairs to federal facilities
 - (3) Long-term studies
 - (4) Direct Federal Assistance / Technical Assistance NOT requested by the State (without supporting documentation)
 - (5) Litigation costs

- (6) PFT regular salaries (unless revolving trust fund), benefits, and indirect costs (I.e., sick time, cash awards)
- (7) Unsupported Claims & Excessive, Unreasonable Costs
- (8) Amounts exceeding funding authority; some agencies charge more than obligated.
- (9) Costs for supplies / services an Agency should have before the disaster (ID clothing, training)

Under the Stafford Act, it says:

§ 5170a. GENERAL FEDERAL ASSISTANCE {Sec. 402}

In any major disaster, the President may—

1. direct any Federal agency, with or without reimbursement, to utilize its authorities and the resources granted to it under Federal law (including personnel, equipment supplies, facilities, and managerial, technical, and advisory services) in support of State and local assistance efforts;
2. coordinate all disaster relief assistance (including voluntary assistance) provided by Federal agencies, private organizations, and State and local governments
3. provide technical and advisory assistance to affected State and local governments for--
 - A. the performance of essential community services;
 - B. issuance of warnings of risks and hazards;
 - C. public health and safety information, including dissemination of such information;
 - D. provision of health and safety measures; and
 - E. management, control, and reduction of immediate threats to public health and safety; and
4. assist State and local governments in the distribution of medicine, food, and other consumable supplies, and emergency assistance.

§ 5170b. ESSENTIAL ASSISTANCE {Sec. 403}

In general

- a. Federal agencies may on the direction of the President, provide assistance essential to meeting immediate threats to life and property resulting from a major disaster, as follows:
- b. Federal resources, generally
 - a. Utilizing, lending, or donating to State and local governments Federal equipment, supplies, facilities, personnel, and other resources, other than extension of credit, for use or distribution by such governments in accordance with the purposes of this Act.
 - b. Medicine, food, and other consumables
Distributing or rendering through State and local governments, the American National Red Cross, the Salvation Army, the Mennonite Disaster Service, and other relief and disaster assistance organizations medicine, food, and other consumable supplies, and other services and assistance to disaster victims.
 - c. Work and services to save lives and protect property
Performing on public or private lands or waters any work or services essential to saving lives and protecting and preserving property or public health and safety, including—
 - A. debris removal;
 - B. search and rescue, emergency medical care, emergency mass care, emergency shelter, and provision of food, water, medicine, and other essential needs, including movement of supplies or persons;
 - C. clearance of roads and construction of temporary bridges necessary to the performance of emergency tasks and essential community services;
 - D. provision of temporary facilities for schools and other essential community services;
 - E. demolition of unsafe structures which endanger the public;
 - F. warning of further risks and hazards;
 - G. dissemination of public information and assistance regarding health and safety measures;
 - H. provision of technical advice to State and local governments on disaster management and control; and
 - I. reduction of immediate threats to life, property, and public health and safety.

Policy Guidance on ESF #10 Mission Assignments

1. Activities that EPA will fund:

- a. EPA will use CERCLA funds to pay for emergency response activities related to all pre-existing Superfund sites, that is, sites that have ongoing CERCLA response actions or are currently listed on the National Priorities List (NPL.)
- b. EPA will use Oil Spill Liability Trust Fund funds to pay for all response activities related to pre-existing Oil Pollution Act removal actions.

2. Activities that FEMA will fund through Stafford Act:

Clearly, these activities must be specifically requested by the State and be beyond the State's capability for a Mission Assignment and associated funding to be issued. Decisions will be made in consultation with the ESF #10 representative. Activities listed below are typical response actions that occur following a natural disaster.

- a. Staffing of pre-deployment teams (i.e., ROC, EST);
- b. Retrieving and disposing of orphan tanks and drums;
- c. Household hazardous waste program expenditures;
- d. Technical assistance to states;
- e. Pumping of water contaminated with hazardous materials or oil from basements when the problem is a widespread threat to public health;
- f. Initial assessments to determine if an immediate health and safety threat exists;
- g. Control and stabilization of releases of hazardous materials or oil to deal with immediate threats to public health and safety;
- h. Clean-up and disposal of hazardous materials that is necessary to mitigate immediate threats to public health and safety;
- i. Monitoring of immediate health and safety threats resulting from debris removal operations. [The term "immediate" applies to a threat whenever it may occur which may not necessarily be right after the disaster event.]

3. Activities that FEMA may fund through Stafford Act:

- These are activities, which may occur following a natural disaster. Consultation among the FCO, ESF #10 representative, and the State is critical before a determination is made on funding.
- Again, these activities must be specifically requested by the State and be beyond the State's capability before a Mission Assignment and associated funding will be issued.
- Clean-up or removal of hazardous materials or oil contamination in buildings or facilities otherwise eligible for FEMA assistance (ex., public buildings.) An example of a situation where this may occur and should be funded would be decontamination of a subway system following a terrorism incident.

4. Activities that FEMA will not fund through Stafford Act:

- a. Testing/assessments of soil, air and waterways for mold and contaminants to determine long term clean-up requirements;
- b. Long term site remediation or restoration;
- c. Permanent storage of hazardous materials;
- d. Cleaning/replacement of equipment that is damaged/contaminated during long term clean-up activities;
- e. State/local costs for long-term clean-up measures.